



FINANCE MANUAL



Section III

Payroll

Table of Contents

Section III: Payroll

Reporting Absences.....	1
Absence Process (With Substitute System).....	1
Absence Checklist.....	2
Donated Days	3
Supplemental Pay.....	4
Timesheet Procedures.....	5
Overtime Compensation	6
Correction Form Procedures	6
Direct Deposit.....	7
Tax, TRS, and Other Deduction Information	8
W-4 Procedures.....	8
Medicare Tax Information.....	8
457 – FICA Alternative.....	8
Teacher Retirement (TRS)	9
W-2 Forms	9
Salary, Leave Day & Resignation Information	11
Example Salary Calculation.....	11
Example Final Check Calculation	12
Resignation/Retirement Information.....	13
Employee Portal/Employee Access Center	15
Reminders from the Payroll Department.....	16
Payroll Department Forms & Calendars Online	18
Forms, Manuals, Due Date, Schedules & Websites	18
Payroll Item Record Retention for Campus/Department	20

Reporting Absences

All employees must report their absences using an Absence from Duty form. Employees (excluding auxiliary departments) will use the Frontline Education Absence Management system to create the Absence from Duty form. It is very important that employees carefully select the type of leave to be taken (state, local, off-duty, etc.). Absences must be taken in whole or half days.

Auxiliary departments use the manual Absence from Duty form, and should enter these absences into the Kronos Timekeeping System.

Absence Process (With Substitute System)

1. **Employee** enters absence.
 - a. If employee does not enter absence, documentation should be retained.
 - b. Earned leave balances, other than state personal, cannot be exceeded.
 - c. Percentage employees take leave based on a 7.5-hour day.
2. Print Absence Summary Report after **all absences** have been entered.
3. Use Summary Report to **verify** proper documentation is provided for:
 - a. Jury duty – a written jury statement is required (not the summons).
 - b. Administrative leave.
 - c. Vacancy – All vacancies must be entered in the substitute system by sending a Vacancy Position Request form to the Human Resources Substitute Office.
 - d. Other approved leave.
4. School Business or **Staff Development** days that have coding other than the primary budget code for the employee should be carefully reviewed.
 - a. Campus funded (other than primary) should be manually entered into Aesop. The code should be selected from the drop-down box.
 - i. Approved at the campus level. Do NOT mark as Denied.
 - b. Staff Development for Special Education, C&I, or Bilingual should be selected from the drop-down in Aesop for approval by that department.
 - i. Approved at the campus level and the department level.
5. Donated Days
 - a. Employees will donate days through the Employee Portal for campus and district-wide pools. As days are donated, leave balances in Kronos and/or the Substitute System will be updated for both the donor and recipient.
 - b. **Using Frontline Education Absence Management (Substitute System)** All absences should be entered in the substitute system. Select the Other>Donated Day leave code for absences covered by available donated days. If no donated days are available, enter absences as State Personal.
 - c. **Auxiliary Departments Using Kronos (not Substitute System)** All absences should be entered in Kronos. Select the Donated Days pay code for absences covered by available donated days. If no donated days are available, enter absences as State Personal.

- d. Days that have been donated will reduce the available balance for the donor in the eFinance system within two to three weeks after donation. If the recipient does not exhaust all donated days, unused days will be returned to active employees that donated days, based on the order in which they were received.
6. Once all absences are verified, the Principal/Administrator should sign the Summary Report.
7. Forward the approved Summary Report in time to be **received** by payroll on the due date: payroll@conroeisd.net or (936) 709-9722 (fax).
8. Retain:
 - a. Signed Summary Report (listing ALL absences)
 - b. Any required documentation for corrections or absences

Absence Checklist

_____ Summary Report matches ALL absences.

_____ After any corrections are made in Aesop, reprint the Summary Report.

_____ Make sure there is proper documentation for:

- Jury duty
- Administrative Leave
- Vacancy
- Other absences coded to 109 (Other)

_____ Verify all Vacancies appear on the Summary Report.

_____ Review absences coded to school business or staff development to ensure that they have the proper category in Aesop. Be certain to enter budget code, if necessary.

_____ Obtain the Principal's signature on Summary Report (reflecting ALL absences for the pay period).

_____ Scan/fax the Summary Report to the Payroll Department in time to be **received** on the due date (payroll@conroeisd.net or (936) 709-9722 (fax)).

Donated Days

Employees will donate days through the Employee Access Center for campus and district-wide pools. As days are donated, leave balances in Kronos and/or the Substitute System will be updated for both the donor and recipient.

Using Frontline Education Absence Management (Substitute System)

All absences should be entered in the substitute system. Select the Other>Donated Day leave code for absences covered by available donated days. If no donated days are available, enter absences as State Personal.

Auxiliary Departments Using Kronos (not Substitute System)

All absences should be entered in Kronos. Select the Donated Days pay code for absences covered by available donated days. If no donated days are available, enter absences as State Personal.

Days that have been donated will reduce the available balance for the donor in the eFinance system within two to three weeks after donation. If the recipient does not exhaust all donated days, unused days will be returned to active employees that donated days, based on the order in which they were received.

Supplemental Pay

Employees who perform other duties in addition to their regular assignments are paid supplemental pay.

All Conroe ISD employees, full-time or part-time, must be paid through Payroll for any type of compensation, EXCEPT reimbursements for travel, fees, dues, etc. If an employee earned wages in a second unrelated job such as judging contests, athletic events and so forth, the compensation will go through Payroll. These payment requests do not belong on a requisition, but should be sent through regular payroll channels using the supplemental pay process with appropriate backup attached.

Supplemental pay for exempt employees should be entered in the supplemental pay program in eFinancePlus. Required fields include Employee ID, Start and End Dates, Hours Worked, Position Worked, Budget Coding, the number of week days worked, and the number of weekend days worked. After entering the data, print the report and submit to Payroll with appropriate signature and supporting documentation.

The Teacher Retirement System of Texas and The Affordable Care Act require monthly reporting of all hours worked. Therefore, we are required to split months when entering Supplemental pay. Example: (Pay Dates 06/28-7/11), Work Begin: 6/28 and Work End: 6/30 entered for days worked June, and Work Begin: 7/1 and Work End: 7/11 for days worked in July, resulting in two entries for any employees that worked in both months.

ALL supplemental pay must have some type of documentation to verify the hours worked. Normally, this is in the form of a timesheet. The employee and Principal/Supervisor/Program Director must also sign the timesheet. STAMPED SIGNATURES WILL NOT BE ACCEPTED. Supplemental pay for administrators requires an additional signature.

[Timesheets](#) are available online. Please refer to the [Forms](#) section of the Payroll website.

Exempt employees working less than 50% will be paid through the supplemental pay system using an hourly or daily rate. A completed timesheet documenting work performed will serve as supporting documentation for the payment request. Payment requests should be submitted according to the [Official Payroll Due Date Schedule](#).

Non-exempt employee should use the Kronos timekeeping system for all hours worked.

Timesheet Procedures

1. Review [Timesheet Procedure Steps](#).
2. Check the box to indicate if employee is **non-exempt** or **exempt**.
3. Nonexempt employee time should be entered in the Kronos timekeeping system and may only be entered through the supplemental system for very limited, specific duties. Most rates of pay and duties are blocked from use for nonexempt employees.
4. Enter the Employee ID number at the top of the [timesheet](#).
5. Campus/Dept. is the location where the employee is working.
6. Enter the employee's name. Please avoid using nicknames.
7. Employee's position for which he/she was hired.
8. Enter the payroll period. Payroll period is the beginning and ending date for period being submitted for payment. Please refer to [Due Dates](#).
9. Time worked each day must be shown.
10. Enter description of job performed beside each day worked.
11. After the employee adds up the total of hours he/she is to be paid, the supervisor should:
 - a. Check total hours.
 - b. Sign the sheet. Employee **and** Supervisor must sign the timesheet.
12. Enter appropriate information in the eFinancePlus supplemental pay system.
13. Timesheets must be attached (**in alphabetical order**) to the supplemental pay report or payment will not be made.
14. Send these timesheets along with the supplemental pay report so that the employee's pay may be issued.

Overtime Compensation

Conroe ISD compensates overtime for non-exempt employees in accordance with Federal Wage & Hour laws. All employees are classified as exempt or non-exempt for purposes of overtime compensation. Only non-exempt employees are entitled to overtime compensation. Please contact your immediate supervisor/manager for further information.

Overtime is legally defined as all hours **worked** (leave days do not count toward hours for overtime) in excess of 40 hours per week and is not measured by the day or by the employee's regular work schedule. Employees who are approved to work beyond their normal schedule, but less than 40 hours per week will be compensated at straight time. Employees approved to work more than 40 hours in a week, will be paid for hours over 40 at time and one-half.

Most non-exempt employees will use the KRONOS system to maintain a timesheet. However, non-exempt employees not using the KRONOS system must maintain a manual [timesheet](#).

Correction Form Procedures

To change either an Absence from Duty or a Supplemental form that has been submitted, a [Correction Form](#) must be submitted along with a copy of the original form. Do not make any changes to the original form. All changes are to be noted on the Correction form.

Instructions for completing the form are as follows:

1. Today's Date – Enter the date the form is being filled in.
2. Employee ID # - Enter the correct ID # of the employee.
3. Employee's Name – Enter the employee's name. Please avoid using nicknames.
4. Campus/Department – Enter the campus/department name.
5. Change Requested – In this area, please explain what type of change is needed.
6. Substitute Pay Correction – If the change is for a substitute, enter the ID #, substitute name, the amount to be paid or deducted, and the distribution code.
7. Supplemental Pay Correction – If the change is for an amount that was originally submitted on a supplemental form, then enter the ID #, employee name, the amount to be paid or deducted, and the distribution code.
8. Employee and Supervisor must sign correction form.

Direct Deposit

All District employees are required to authorize the District to initiate credit entries directly to their financial institution account(s) for making payroll deposits in accordance with standardized employee practices.

Employee Access Center, accessed from the [SSO](#), allows new employees to create a new account or activate an existing account and existing employees to make changes to their existing direct deposit account. Follow the [Direct Deposit Instructions](#) to complete your direct deposit information through Employee Access.

Alternatively, employees may fill out a Direct Deposit Authorization Agreement form and bring it, along with photo identification, to the Payroll Department. Forms will not be accepted by email. Below are instructions to complete a [Direct Deposit Authorization Agreement](#).

- Check the appropriate type of action (new account or change).
- Accurately fill in Name, ID #, and Campus/Location.
- Select type of account for direct deposit. Direct deposit may be authorized for a checking account or a savings account, but may not be "split" into two accounts (checking and savings).
- Sign and date agreement.
- If the direct deposit is for a checking account, attach a voided check to the bottom of the form.
- If the direct deposit is for a savings account, attach a savings account deposit slip.

Important:

When you are changing accounts, **do not close your old bank account until you are aware of the effective date for the change.** Delays will occur if your funds are processed for a closed account. The [Direct Deposit Due Date Schedule](#) will provide guidance with the timing for changes.

The direct deposit is due at the bank based on Conroe Independent School District's [pay dates](#).

The employee is responsible for notifying the payroll department regarding any account changes. Failure to notify the payroll department of account changes by the payroll deadline may result in a delay in receiving funds and/or a \$20 processing fee.

Tax, TRS, and Other Deduction Information

W-4 Procedures

Employees must complete a W-4 form so that the payroll department can withhold the correct federal income tax from wages. Because tax situations can change, a new form may be necessary. Please consult a tax advisor with any questions regarding withholding.

A new W-4 form can be accessed from the IRS website (www.irs.gov) or forms are available in the payroll department. A new properly executed form will replace all prior forms received.

Employees may also make W-4 changes in the Employee Access Center by selecting the Tax Information link once logged in. A Paycheck Change Simulator, also available in Employee Access, provides a simulation of the check with W-4 changes.

Medicare Tax Information

Employees hired by Conroe ISD after March 31, 1986 are required to contribute 1.45 percent of their gross pay to the Medicare program operated by the Social Security Administration.

457 - FICA Alternative

Conroe ISD does not deduct for social security. The 457 FICA Alternative program has been established for temporary and part-time employees who are not eligible for TRS membership. The deduction is 6.2 percent of gross pay and is pre-tax.

Questions regarding the 457-FICA Alternative Plan may be directed to the administrator, TCG Administrators at 1-800-943-9179 or 457@tcgservices.com. Their website is <https://region10rams.org/plans/clients/conroe-isd/>

Teacher Retirement (TRS)

Texas public school employees employed in a TRS eligible position must contribute to the TRS system. The total deduction is 8.35 percent of TRS-eligible wages. This deduction consists of a 7.7 percent pre-tax deduction and a .65 percent after-tax deduction for the TRS-Care program.

Each employee that is participating in the TRS program will receive an annual statement of their account showing all deposits made from September through August. The annual statement is provided from TRS. Please keep your address updated to ensure receipt of your statement. If you have moved, you can change your address in the Employee Access Center or you can obtain a [Change of Address Form](#) from the Human Resource Department.

If you are planning to retire under TRS, you should notify TRS as soon as possible to obtain a retirement packet. You can request this packet and other information from TRS. Contact information for TRS is listed below. You may also refer to the Payroll website under our section on [resignation and retirement](#) and the HR website under their section on [retirement](#) or the TRS section on [Planning Your Retirement](#) for additional information.

Teacher Retirement System of Texas
1000 Red River Street
Austin, Texas 78701-2698
1-800-223-8778
<https://www.trs.texas.gov/Pages/Homepage.aspx>

W-2 Forms

Original W-2 Forms

W-2 forms will be sent/available on or before January 31st each year. Current employees will have the option to receive their W-2 form electronically or a paper copy delivered to their campus/department/regular check location.

Former employees will have their W-2 form mailed to the address of record. Therefore, it is very important to keep your mailing address updated. If you have moved, please complete a [Change of Address/Name](#) form.

Copies of Current and Previous Years

Additional W-2 form copies for the current year and previous years will be available online through the Employee Access Center, available on the [SSO](#).

W-2 “REISSUED STATEMENT”

If the original W-2 form is lost and a “REISSUED STATEMENT” is required, contact the Payroll Department. A W-2 “REISSUED STATEMENT” will be provided with a completed [request form](#) and a current Photo I.D. Please allow 3-5 days for processing.

Affordable Care Act

The Affordable Care Act requires employers to report the cost of coverage under an employer-sponsored group health plan. Reporting the cost of health care coverage on the Form W-2 does not mean that the coverage is taxable. The value of the employer's excludable contribution to health coverage continues to be excludable from an employee's income, and it is not taxable. This reporting is for informational purposes only and will provide employees useful and comparable consumer information on the cost of their health care coverage. Box 12, Code DD will include employee and employer contributions for Major Medical (021, 021B, 021L, 021H, 081, 081B, 081L, 081H, 024, and 084) and Hospital Indemnity Insurance (02I).

FREQUENTLY ASKED W-2 QUESTIONS:

Why are my W-2 form wages less than my actual wages?

Box 1 **Taxable wages**

- Gross pay
- Less pretax deferred compensation (TRS, 403B, 457)
- Less pretax benefits

Box 5 **Medicare Wages**

- Gross pay
- Less pretax benefits

Why is Box 1 different than Box 5?

Box 1 **Taxable wages.**

- Gross pay
- Less pretax deferred compensation (TRS, 403b, 457)
- Less pretax benefits

Box 5 **Medicare Wages.**

- Gross pay
- Less pretax benefits

How can I understand the form?

The W2 form has a Notice to Employee that explains the codes and provides a description for the amounts included in each box.

Salary, Leave Day & Resignation Information

Example Salary Calculation

The information below provides examples of the calculation for an employee working a full 187 or 226 work schedule compared to an employee working less than the full 187 or 226 work schedule (late start). *The examples are general and are intended for illustration purposes only. Further, the examples are not intended to be a substitute for official salary/compensation calculations.

Example 12 Month Employee	
New Hire	Late Hire
Works 226 days of 226 Schedule	Works 166 days of 226 schedule
Yearly Salary - \$40,000 for 226 days	Yearly Salary - \$40,000 for 226 days
Start Date: 7/1/2006	Start Date: 10/1/2006
Days Worked: 226	Days Worked: 166 (approximate)
Daily Rate: \$176.99 (approximate)	Daily Rate: \$176.99 (approximate)
Salary: \$40,000 for 226 days	Salary: \$29,380 for 166 days (approximate)
Paycheck: Approx. \$1667/paycheck	Paycheck: Approx. \$1632/paycheck
Pay Periods: 24 (July 15 – July 1)	Pay Periods (approx): 18 (October 15 – July 1)

Example Teacher	
New Hire	Late Hire
Works 187 days of 187 Schedule	Works 99 days of 187 schedule
Yearly Salary - \$43,253 for 187 days	Yearly Salary - \$43,253 for 187 days
Start Date: 8/10/2006	Start Date: 1/2/2007
Days Worked: 187	Days Worked: 99 (approximate)
Daily Rate: \$231.30 (approximate)	Daily Rate: \$231.30 (approximate)
Salary: \$43,253 for 187 days	Salary: \$22,899 for 99 days (approximate)
Paycheck: Approx. \$1802/paycheck	Paycheck: Approx. \$1636/paycheck
Pay Periods: 24 (Sept – Aug)	Pay Periods (approx): 14 (Feb – Aug)

Example Final Check Calculation

EXAMPLE FINAL CHECK CALCULATION

The information below provides examples of an employee's final check calculation. The examples are general and are intended for illustration purposes only. Further, the examples are not intended to be a substitute for an official final check calculation.

**Example Employee (187 day/10 month employee paid over 12 months)
Employee would earn \$41,000 for 187 days (\$41,000/187 = \$219.25 Daily Rate)**

Days actually worked (includes any earned paid leave taken)**	100
Daily Rate	\$219.25
Total Earned Salary (days worked x daily rate)	\$21,925.00
Amount Paid to Date (12 checks x 1708.33 per check)	\$20,499.96
Total Earned Less Paid	\$1,425.04
Less Unearned Leave Taken (2 unearned state days)	Less \$438.50
Amount Due on Final Check (Earned Less Paid)*	\$986.54

**Example Employee (10 month hourly paid over 12 months)
180 Day Employee with 5 Hr Standard (180 x 5/24 = 37.5 standard hours per check)**

Days actually worked (includes any earned paid leave taken)**	103
Standard Hours	5
Total Standard Hours Earned (days worked x standard)	515
Amount Paid to Date (12 checks x 37.5 hrs per check)	450
Standard Earned Less Paid	65
Less Unearned Leave Taken (2 unearned state days x 5 hrs)	Less 10
Standard Hours Due On Final Check (Earned Less Paid)**	55

Final checks are paid in accordance with District procedures and according to the District pay schedule. If an employee's last day worked is the last day of their work schedule, a final check will be issued at the end of the check cycle associated with their work schedule.

Off-duty days for 217, 220, 226, and 230 day-employees are not paid leave and are not included in calculation for days actually worked.

Resignation/Retirement Information

Q. I am resigning/retiring at the end of the school year. Do I have any options as to when I will receive my final check?

A. No. Final checks are paid in accordance with District procedures and according to the District pay schedule. If your last day worked is the last day of your work schedule, a final check will be issued at the end of your check cycle, unless doing so will result in overpayment. As stated in the employee handbook, your final paycheck or direct deposit voucher will be mailed to the address listed on your resignation form.

Q. I am resigning/retiring at the end of the school year. When will my insurance end, and do I have the option to continue my insurance benefits after leaving CISD?

A. Your final check will be received on the last date of your check cycle, as indicated on your paycheck stub or on Employee Access. When submitting your resignation through the Employee Access Center, you are given the option to either end your coverage at the end of the month in which your last day worked falls or you can choose to continue your coverage so that it will end on the last day of the month in which you receive your final check; there is one exception: if you are enrolled in the group disability insurance plan, then this coverage will end on your last day worked.

You may have the option of continuing some of your insurance after your end date through COBRA. This information is automatically sent to your home address upon resignation/retirement. Should you have questions regarding COBRA, please contact either the Benefits Office at (936) 709-7859 or the Aetna COBRA division at (800) 429-9526. Some coverage may be ported or converted; please contact the Benefits Office at (936) 709-7859 for information on these options.

Q. What happens to my leave days when I resign or retire from the district?

A. As stated in district policy (DEC Local), all employees shall receive compensation for accrued unused local leave. Unused local personal days shall be paid on the final check at the certified substitute daily rate for exempt employees and at the paraprofessional substitute daily rate for nonexempt employees.

Exempt employees employed prior to July 1, 1988, who retire under TRS provisions, are paid for unused state sick and state personal leave at their daily rate of pay up to a maximum of 60 days. Payment for these days will occur on the final pay check. Policy DEC

Nonexempt employees employed prior to July 1, 1988, who retire under TRS provisions, are paid for unused state sick and state personal leave at their daily rate of pay up to a maximum of 30 days. Payment for these days will occur on the final pay check. Policy DEC

As stated in the Employee Handbook, accumulated state leave that is not eligible for payment upon separation from the district is transferrable to other Texas school districts, and generally transfers to education service centers. For this purpose, unused state leave will be reflected on the employee's service record.

Q. What do I do with the TRS7 form I received with my TRS packet, and when will Payroll complete my TRS7 and mail it to TRS?

A. As soon as you receive your TRS7 (Notice of Final Deposit) from TRS, you should send it to the Payroll Department. Payroll will complete your TRS7 after you have received your final paycheck and we will forward it to TRS. A copy will be placed in your file.

Q. When will Payroll complete my TRS6 and mail it to TRS?

A. Once you have submitted a [TRS6](#) (Notice of Final Deposit and Request for Refund) form to TRS, TRS will notify the Payroll Department of your request, we will notify TRS of your final day worked and your final monthly contributions after you have received your final paycheck. TRS has instructions on how to request a refund on their website: [Refunding Your Member Account](#).

Q. What if I should choose to come back to work for CISD? Would my annuity, insurances, direct deposit, etc. still be set up, or will I have to re-enroll?

A. If, after resignation or retirement, you were to decide to come back to work for CISD, you would be treated as any other new employee. You will need to re-enroll in your insurances and your annuity, and you will need to fill out a new direct deposit form and W-4.

Helpful Links

TRS (800) 223-8778

<https://www.trs.texas.gov/>

<http://www.ssa.gov/>

TCG Administrators (800) 943-9179

<https://region10rams.org/plans/conroe-isd/>

Employee Portal/Employee Access Center

Employees are able to access address, salary, check history, W2, leave, benefit, certification and degree information on the web utilizing the Employee Access Center.

Employees are also able utilize the Employee Access Center to change certain demographic information, as well W-4 information.

This information can be accessed through the [SSO](#). The Employee Access Center link is housed within the Employee Portal folder.

If you have trouble logging in, call the help desk at 936-709-SOLV or 832-482-6658.

PLUS 360 eFinancePLUS
a PLUS 360 Application Employee Access Center

User ID:

Password:

Login

[Forgot your Password?](#)

Login using your Employee Number as the User ID.

If you cannot remember your password, please click the forgot password link.

The Conroe Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information about Title IX rights or Section 504/ADA rights, contact the Title IX Coordinator or the Section 504/ADA coordinator at 3205 W. Davis, Conroe, Texas 77304; (936) 709-7752.

The Employee Portal folder in the SSO is also the location for the eSeparation form, supplemental and substitute pay detail, annual year-to-date wage information, TRS salary, and links to the Payroll and Human Resources websites.

Reminders from the Payroll Department

- Failure to turn in paperwork by deadlines may prevent timely pay of employees and substitutes. **Scan all payroll documentation from your copier/scanner to payroll@conroeisd.net or by fax to (936) 709-9722.**
- Always use current forms.
- Refer to the Payroll Due Date Schedule for absences included in each pay period and the specific **DUE DATES**. Please note that the due date is the date payroll must be RECEIVED by our department. Should any problem arise in complying with the due date, please notify the payroll department.
- All timesheets/supplemental sheets must be signed by the appropriate Principal/Supervisor. Stamped signatures are not acceptable. A Principal/Supervisor cannot approve his/her own timesheet/supplemental. When a Principal/Supervisor who generally signs for the entire campus/department is included on the supplemental pay report, a secondary signature must be obtained.
- Appropriate court documentation is required to support jury duty absences. The jury duty summons is not acceptable. This support must be kept with the absence from duty documentation filed on your campus.
- An employee **MUST** use all days available to him/her before full dock can be taken. Workers' compensation and military leave are the only exceptions.
- Vacancy positions should be entered in the substitute system by sending a Vacancy Position Request form to the Human Resources Substitute Office.
- If a special rate is being paid to a substitute, a special rate request form must be on file. Forms are available from the Substitute Office.
- Requests for the establishment of a campus sick leave pool (donated day pool) are available only to employees who are currently on an approved medical leave. Requests are submitted to the Human Resources Department to verify that the request complies with District policies and procedures. If the HR department approves the request, a donated day pool will be included in the district newsletter.
- Extra duty pay for hours worked by a non-exempt employee will be paid at straight time up to 40 hours per week. Anything over 40 hours worked per week will be paid at time and one-half.
- A Substitute Pay History Report is available in Employee Access. Substitutes can log in and pull pay history that includes check date, pay rate, and dates paid.
- Most extra duty/supplemental pay can be viewed by employees using the Employee Access Center.

- Absences are automatically updated from Frontline into Kronos each Friday afternoon for all absences entered in Frontline on non-exempt employees for the current week. If an absence is in Frontline at the time of the update, no update to Kronos is necessary. If an employee fails to enter an absence into Frontline prior to Friday afternoon, or if it is necessary to modify an absence after this update has occurred, then it must be manually entered or modified in BOTH Frontline and Kronos.
- There should be paperwork to support ALL manual changes in the Kronos system, including changes made to the manager's punches. Managers should use time-stamp as a common practice and any changes are required to be supported by a missed punch form.

Payroll Department Forms & Calendars Online

(Press CTRL and click the link to open the form or link in your web browser)

Forms, Manuals, Due Date, Schedules & Websites

<http://www.conroeisd.net/department/financial-services-internal-employees-only/payroll-internal/>

Forms

AFD Form PDF

Corrections PDF

Elected Leave Correction Form PDF

Exempt Supplemental Single PDF

Lost Form W-2 PDF

NonExempt Supplemental PDF

Missed Punch PDF

Payroll Redistribution PDF

NonExempt Supplemental Single PDF

Smart Financial Savings Deduction PDF

Substitute Serv PDF

Exempt Supplemental PDF

Records Request PDF

Time Sheet PDF

Verification of Employment PDF

Kronos Transmittal Changes Form PDF

Paycheck Reprint Request PDF

Manuals/Procedures

[Minutes to Decimal Conversion](#) PDF

[Corrections Procedures](#) PDF

[Frontline Payroll Training Presentation](#)

[Kronos Manager Payroll Training Presentation](#)

[eFinancePlus Supplemental Pay Presentation](#)

[2023-24 Training Packet](#) PDF

[2023-24 Training Powerpoint](#) PDF

[Finance Manual](#)

[Missed Punch Procedures](#) PDF

[Supplemental Pay Procedures](#) PDF

[Other eFinance User Resources](#)

[Timesheet Procedures](#) PDF

2023-2024 Pay and Due Date Schedules

[23-24 Schedule w/ Check Cycle by Job Class](#) PDF

[23-24 Pay and Due Date Schedule](#) PDF

[23-24 Payroll Due Dates \(262 employees\)](#) PDF

[23-24 Work Schedule with Check Cycle](#) PDF

[23-24 Direct Deposit Schedule](#) PDF

Payroll Item Record Retention for Campus/Department

Payroll Item	Retention Period
Kronos Timesheet	September 1st + 4 years
Supplemental Timesheet	September 1st + 7 years
Absent from Duty/Donated Days	September 1st + 4 years
Jury Duty	September 1st + 4 years
Missed Punch Form	September 1st + 4 years